

DIRECTIVE NUMBER: 200-02-07

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Reimbursement Rate for Travel Expenses

OVERVIEW

The State of Kansas has established travel guidelines that all agencies and employees are to follow in processing travel reimbursement.

PROCEDURES

The State guidelines regarding travel are contained in the Employee Travel Expense Reimbursement Handbook found at:

<http://www.da.ks.gov/ar/employee/travel/travbkSMART13.htm> **Employees prior to traveling on official state business are to familiarize themselves with the State guidelines contained in the handbook.**

- A. The State reimbursement rates for **use of privately-owned conveyance** can be found at the below link in paragraph 3100
<http://www.da.ks.gov/ar/employee/travel/travbkSMART13.htm#Paragraph3100>
- B. The State reimbursement rates for **lodging** can be found at the below link in paragraph 4200. <http://www.da.ks.gov/ar/employee/travel/travbkSMART13.htm#Paragraph4200>

The guidelines allow an agency to approve reimbursement or direct payment of actual lodging expenses when an employee is required or authorized to attend a conference, and the lodging rate exceeds the applicable lodging expense limitation. This provision may be used for the approved conference and for official state business related to the conference, and shall be applicable only to the state employee attending the conference. The term “conference” means any seminar, association meeting, clinic, colloquium, convention, symposium, or similar gathering that is attended by a state employee in pursuit of a goal, obligation, function, or duty imposed upon a state agency or performed on behalf of a state agency.

To exceed these limitations, the Division Director must be provided with conference materials prior to travel. The materials must indicate that the conference will be held at or in connection with a lodging establishment and what the conference room rate is.

The reimbursement of actual lodging expense will be effective for the approved conference and shall be applicable only to the state employee or employees attending the conference for which prior approval was obtained. Meal allowance will be reimbursed at the regular meal allowance rate based on the location of the conference.

If you are traveling in Kansas and the daily room rate is more than the regular limit but less than 150% of the regular limit you will need to type a statement on your Travel Expense Report saying:

Approval has been received to stay at this lodging establishment which is over the allowable limit.

Division Director signature

If you are traveling in Kansas and the daily room rate is OVER 150% of the regular daily room limit you will need to add this statement on the Travel expense report:

Approval for actual lodging amount has been received to stay at this lodging establishment.

Division Director signature

If you are traveling out-of-state there is an area on the KMGT 5001 form that will need to be marked if your lodging is over the maximum amount allowed.

- C. The State reimbursement rates and policies in figuring for **meals** can be found at the below link in paragraph 4100
<http://www.da.ks.gov/ar/employee/travel/travbkSMART13.htm#Paragraph4100>
- D. Paragraph 4301 at
<http://www.da.ks.gov/ar/employee/travel/travbkSMART13.htm#Paragraph4301>
contains information and the reduced meal rates if the cost of meals is included in the cost of a registration fee or other fees or charges paid by the agency or supplied without cost by another party. This includes complimentary breakfasts accepted by employees at lodging establishments, excluding light Continental breakfasts.
- E. Section (E) of paragraph 4100 discusses at
<http://www.da.ks.gov/ar/employee/travel/travbkSMART13.htm#Paragraph4100>
4100e situation and conditions under which the agency can pay for a meal at the meal rates with no overnight travel.

F. Travelers will use the list at <http://www.da.ks.gov/ar/employee/travel/travbkSMART13.htm#AppendixA> in determining if a location is considered a border city. Generally, these are all locations within 200 miles of the Kansas border. The Travel Expense Report is to identify travel to border cities to properly determine travel expense reimbursement. Travel to border cities outside the State of Kansas as determined from the list will be reimbursed at in-state rates. Travel outside the State of Kansas to locations other than border cities are reimbursed at out-of-state rates.

G. Travelers will use the list at <http://www.da.ks.gov/ar/employee/travel/travbkSMART13.htm#AppendixB> in determining if a location is considered a high cost out-of-state geographic area.

References: Department of Administration Travel Handbook

Replaces: Directive 200-01-06 and 200-03-07

Questions: Contact Annette Morris by email or at (785) 296-5000 x2554

Lana Gordon, Secretary of Labor
Signature on file